Name of File _____

1. Is this a Record, or ☐

2. Is this a Non-Record? ☐

A record captures information of lasting value about Fermilab's mission, organization, business functions, policies and procedures, decisions, projects and research. For a complete description or any other questions regarding records/file, please consult the Records Management Handbook which can be found in ES&H Doc DB Document #1651.
http://esh-docdb.fnal.gov/cgi-bin/ShowDocument?docid=1651

3. Is this file still active?   Y   N

4. If it's a non- record, can it be discarded? Y   N

5. Record or non-record, does it have historical value? Y N

6. If you want to keep it, can it be sent to Off-site storage? Y   N
   Remember – non-records are not stored off-site.

7. Would you like Admin to scan and e-mail this document to you so you can post it on Doc DB? Y   N

Comments:
_____
_____
_____
_____
_____

Return this form (with the file) to ES&H Admin